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General Services Administration  
Information Security Oversight  
Administration Office

D/A Registry

83-1077

Washington, DC 20405

April 15, 1983

VIA AIR  
45-12

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

The Information Security Oversight Office (ISOO) recently developed a slide/tape presentation on Executive Order 12356 that is being used by executive branch agencies, defense contractors and other groups which deal with the Order. Many viewers requested copies of the presentation in video cassette format. Since ISOO had neither the equipment nor the expertise to convert from slides to cassette, we requested assistance from your agency. Catharine Foss and Walter Rejonis made arrangements with personnel from the Printing and Photography Division, Office of Logistics, to make the video conversion. The cassette produced by your personnel was of the highest quality and extremely well received by viewers.

I truly appreciate the excellent support of your personnel in this endeavor, which is consistent with the cooperation we have come to expect from you. The video cassette is being made available to persons both inside and outside of government, which will greatly assist in safeguarding national security information.

Sincerely,

STEVEN GARFINKEL  
Director

83-1077